



Syed Yawer Ali

Procurement Specialist

My Contact

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📍 A 223 Block C, North Nazimabad, Karachi

Hard Skill

- Matlab
- C++
- Ariba
- Coupa
- Microsoft Excel
- SAP

Soft Skill

- Observation
- Decision making
- Communication
- Multi-tasking

Education Background

- NED University
Bachelors in Electrical Engineering
Completed in 2022
- Commecs College Pechs
Intermediate in Science
Completed in 2018
- St. Paul English High School
Higher Education and O levels
Completed in 2016

About Me

Hardworking and productive Electrical Engineer with a Bachelor's degree from NED University and relevant coursework in Power System Analysis, Feedback Control Systems, Power Generation, Electrical Power System Protection, Data Structures Algorithms, Probability Statistics and Linear Algebra. I am a team-oriented, ready for new challenges and flexible person with good public speaking skills, patience, eagerness to learn new things and good social skills, Polite nature and leadership skills.

Professional Experience

Taqvi Group of Companies | Procurement Specialist

2022 – Present

Key responsibilities:

- Purchase Order Management: Create accurate purchase orders in Ariba, ensuring adherence to client specifications. Manage invoice approval process for timely payment.
- Supplier Enablement: Guide suppliers through Ariba setup, facilitating registration and obtaining ANIDs for smooth client engagement.
- Supplier Relationship Management: Proactively manage suppliers, ensuring seamless invoice processing and addressing inquiries and challenges.
- Contract Management: Maintain meticulous records of supplier contracts using Zycus. Monitor contracts and liaise with business lines for renewals or terminations.
- TPAs and Purchase Orders: Generate third-party agreements and purchase orders based on client requirements, ensuring smooth procurement processes.
- Requisition Approval: Review and approve requisitions in Coupa, cross-referencing quotes for accuracy and adherence to guidelines.
- Event Creation and Supplier Selection: Collaborate with stakeholders to identify service needs. Conduct market research, create events (RFPs, RFQs, RFXs) in Ariba, evaluate supplier responses, and present consolidated results.
- Sourcing Request and Contract Workspace Management: Create sourcing requests and contract workspaces in Ariba, organize and store contracts. Coordinate contract execution via Docusign.
- Supplier Support: Assist suppliers with system access, login processes, and address queries related to invoicing and system navigation.
- Data Analysis and Reporting: Consolidate and analyze procurement data in Excel, categorize spend by categories (e.g., Print and Postage), generate comprehensive reports and presentations showcasing cost savings using pivot tables and spreadsheets.
- Dashboard Creation: Develop interactive Power BI dashboards to visualize spend analysis for business units, focusing on print services and suppliers, aiding decision-making processes.
- Procure and suppliers. These dashboards provide up-to-date spend information and aid in decision-making processes.

SGS | Electrical Intern

2021

Key responsibilities:

- Assisted in conducting electrical inspections and tests to ensure compliance with industry standards and regulations.
- Collaborated with senior engineers to analyze electrical systems, troubleshoot issues, and propose effective solutions.

Achievements

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| 2022 | Got 2nd position in creating a Vertical Axis Wind Turbine, for FYP |
| 2023 | Successfully organized and managed the Golden Jubilee Event for Sindh Medical College Pioneer Association |